

Associate or Staff Information Systems Analyst (Specialist) Information Management Business Analyst Vacancy #151

Salary Range	\$4467-5703 (Associate level) \$4898-6253 (Staff level)
Final File Date	Open until filled
Division	Information Technology Division, Technology Support Services Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Carol at 916-327-5172, clivecchi@calhfa.ca.gov , or Suzanne at 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application. Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify on your application that you are interested in vacancy #151, Associate or Staff Information Systems Analyst (Specialist).
Duties	Under the direction of the Systems Software Specialist III, the Information Management Business Analyst will be responsible for defining, implementing and maintaining the California Housing Finance Agency's (Agency) information management strategy. This will include document management in various areas such as our proprietary document management system, network drives, email, paper filing system, etc. Duties include: <u>Essential Functions:</u> 40% Information Management: Utilize detailed knowledge of Agency information storage locations, standards, criteria and policies to respond to Agency user requests for information management support. Technologies include iManage document management-imaging, network share directories, email, and paper documents. 30% Conceptual Business Model Development: Collaborate with team members and business area subject matter experts to develop a conceptual model for Agency information management that will support the needs of the Agency as a whole and is compatible with best practices. Participate in initiatives to improve the Agency's information management approach and tools on an ongoing basis. 10% Business Process Analysis and Improvement: Review current Agency information management practices; record how the Agency uses information to support business processes; identify key metrics (e.g., retention and security requirements); and identify issues, root causes and opportunities for improvement. 10% Policy, Criteria, Standards Development and Maintenance: Help define and maintain the specific policies, criteria, standards, processes and procedures necessary to support the Agency's information management business model. 5% IT Team Member:

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

	<div>Actively participate as a team member. Stay abreast of current and emerging technologies.</div> <div><u>Marginal Functions:</u></div> <div>5% Other duties and projects as assigned.</div>
4/18/2007	